

Sample Resume

AMY MATTHEWS

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Notes:

- * Put your name in a slightly larger font
- * Keep length to one page
- * Only supply relevant information
- * Bolded items are crucial information

OBJECTIVE

Health management position utilizing my education and skills with a growing firm.

QUALIFICATIONS SUMMARY

Several years experience and education in health management, leading to the development of communications, client relations, order processing, interpersonal, accounting, marketing, health policy, leadership, and management skills.

EDUCATION

B.S., Harvard University, Cambridge, Massachusetts
--Major: Health Sciences
--Minor: Management
GPA: 3.9 **Expected Graduation Date:** May, 2008

RELEVANT COURSES

Human Anatomy & Physiology I
Human Anatomy & Physiology II
Health Policy
Organizational Analysis and Health Care
Health Care Management
Human Resource Management

SYSTEMS SKILLS

Microsoft Office, HTML/Web publishing, WordPerfect, PageMaker.

WORK EXPERIENCE

- Assistant to the Director, Stacey G. Houndly Breast Center Foundation (give brief description of job duties and responsibilities)
- Public Health Representative, Cambridge Area Public Health Administration.
- Coordinator, Harvard University Public Health Awareness Week, 1996, 1997.

RELEVANT ACTIVITIES

- President, Campus Leadership Council, 2007 - 2008
- Member, Red Cross Training Instructor, 2006 - present
- Volunteer, Campus Blood Drives, twice annually 2005 - present

REFERENCES

Available upon request